

Top **TEN** List of Common Errors made by E-filers



#1 - Please use the proper signature format when signing your pleadings. Make sure to include all the information below, which constitutes a complete signature block.

s/Judith Attorney
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****Note:** *If filing (sealed) documents conventionally, in paper format, sign the documents in "pen."*

#2 - Make sure to pick all parties when filing a document on behalf of more than one party.

Hold the "Ctrl" key down on your keyboard and click on each of the parties filing the document. Each party should be highlighted in blue.

In addition, criminal cases having MORE than one defendant will display the following screen:

Criminal Case Number

3:06-cr-100 Hide Case List

Select a case:

- 3:06-cr-00100 USA v. Arnold et al
- 3:06-cr-00100-1 Abbey Arnold
- 3:06-cr-00100-2 Billy Brown
- 3:06-cr-00100-3 Corey Cooke
- 3:06-cr-00100-4 David Dumbell (closed)

Next Clear

On this screen, **attorneys need to select the INDIVIDUAL defendant(s) to which you are e-filing a document.** If you select the first (top) box, the document you are filing will be placed on ALL the defendants' docket sheets. This results in the Clerk's Office having to modify your docket entry.

#3 - Make sure to associate the attorney with the party.

Each attorney must file their individual notice of appearance in order to be noted as counsel of record on the court's docket and to receive NEF's ([See LCvR83.1\(B\)](#)) When **entering an appearance** on behalf of a party, a screen will appear that allows an attorney to associate with the particular party or parties. The attorney entering an appearance should select all parties being represented. The ECF system defaults to associate an attorney to the parties selected, as well as marks them as "Lead" and to get "Notice(s)."

If the attorney will be **the** lead attorney, then he or she should keep the check in the "Lead" box. In order to receive electronic notices, the "Notice" box should remain checked.

The following attorney/party associations will be created for the above case(s).

NOTE: If you DO NOT want to make the association, uncheck the box on the left.

Abbey Arnold (pty:dft) represented by attorney31 (aty) Lead Notice

Next Clear

#4 - Make sure support staff use the correct Attorney Login & Password when filing documents. (New!)

Paralegals, secretaries, and other support are often given authority to file documents on an attorney's behalf. When doing so, support staff needs to be conscientious of using the correct login and password that matches the attorney filer or s/signature name. If support staff files documents for more than one attorney within a law firm, they will need to **logon using the correct Login & Password in order to file documents using the account that matches the s/signature.**

ECF Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Authentication
Login: JudithAttorney123
Password: ●●●●●●
Login Reset

CM/ECF has been tested and works correctly with

UNITED STATES DISTRICT COURT
FOR THE WESTERN DISTRICT OF NORTH CAROLINA

Plaintiff,)
vs.) Case No. 3:07CV10
Defendant,)
MOTION TO EXTEND TIME TO FILE ANSWER

Defendant, by and through undersigned counsel, and pursuant to Rule 6(b) of the Federal Rules of Civil Procedure, hereby moves the Court for an order extending time to answer or otherwise respond to Complaint. Defendant requests and additional twenty days within which to serve its responsive pleading.

Dated this 1st day of January, 2008.

→ s/ Judith Attorney
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Attorney for Defendant
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#5 - A Certificate of Service IS STILL required when a document is e-filed.

The Certificate of service is still required, but now **each certificate should state how each party was served – traditionally or electronically, and if served electronically, it should list the attorney's email address.** Your certificate of service should be the last page of the documents or included on the last page of the document you are filing. It does not need to be a separate electronic filing.

#6 - I received an email from the Clerk's Office that made an error after e-filing a Sealed Motion (or Sealed Document). Can you explain this further?

First, attorneys must seek permission to file sealed documents by filing a "Motion to Seal." (See [LCvR6.1\(C\)](#) and [LCrR55.1](#)) Then, when actually filing your Sealed Motion or Sealed Document, ECF will prompt you on the below screen:

ECF Civil Criminal Query Reports Utilities Search Logout

Motions
3:06-cr-00100 USA v. Arnold et al
APPEAL, VICWIT

Type in the Party Filing the Document: Billy Brown

To set access to this document - SELECT the PARTY(IES) who should have access on this screen. The entry will be available to the public.

Select the Party:

- USA [Plaintiff]
- Arnold, Abbey (1) [Defendant]
- Brown, Billy (2) [Defendant]
- Cooke, Corey (3) [Defendant]
- Dumbell, David (4) [Defendant] (T)

(T) indicates a terminated party

Next Clear

- 1) In the upper portion of the screen, ECF displays a message: **Type in the Party Filing the Document:** The attorney must **type in the defendant or plaintiff's NAME** that is filing the document, and not just the word "defendant" or "plaintiff."
- 2) In the second section of this screen, the filer needs **To set access to this document. SELECT the party(s) should be served with this document. The entry will be available to the public. This means that NEF's will be served to ALL parties in the case, but only those to which you give "access" will be able to view the document. Therefore, on this screen, attorneys should highlight those parties that need to be served with the document!** (Note: if you want to view this document after filing, be sure to highlight your client's name! Otherwise, when you receive the NEF, you will not have "access" to the hyperlinked document.)

Because this is a "sealed" filing, use extra caution on the above screen. Failure to do so could result in a) the wrong party having access to your document, or b) a party that should have received this document, but didn't because you did not set the "access" correctly.

If you are still unsure about how to file a sealed document, call the help desk at **1-866-851-1605**.

#7 - I filed a sealed motion and selected all the right parties to have access to the document. However, counsel called and stated the system displays a message that they don't have access to the document. What did I do wrong?

If you selected the correct party(s), they will have access to the document, but **attorneys must first be logged in ECF before accessing the sealed filing**. Therefore, clicking on the hyperlinked number when in email or from your blackberry will NOT let you access the document. You need to first log into ECF, then open up the document.

#8 - Make sure you choose the correct event to name your filing.

On the **Blue** menu bar, there is a link under the category *****Reports***** titled **"Available Events."** This link takes you to a list and will show you under which category the document you want to file is located.

In addition, there is **Search** feature that will assist you finding events in ECF. The **Search** feature is also located in the **Blue** menu bar.



When clicked, a small pop-up window appears and the user can enter text to search. The results will be displayed on the screen, with each item as a hyperlink to the corresponding menu or event. The user can then access the event from that search results screen.

If you are still unsure about how to file your document, call the help desk at **1-866-851-1605**.

#9 - I submitted a two-page civil summons through CyberClerk, but the deputy clerk called and asked me to resubmit it in the correct format. Why can't I create my own summons?

In order for the clerk's office to electronically adhere the court seal to the summons, **attorneys need to use the AO440 Civil Summons form from the court's web site**. To keep reusing this blank summons, save this AO440 to your hard drive. After saving the AO440, open it back up, and it is a fillable PDF document.

#10 - DO NOT attempt to re-file your document if you make a mistake e-filing.

Contact the Help Desk at **1-866-851-1605**, and a deputy clerk will determine how to fix the mistake.